Ebi: Epidemiology & Biostatistics
Administrative Information Systems

Training Manual
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Ebi Overview

The Ebi system is a relational database which runs over a network, utilizing MS SQL Server, MS Access, Terminal Server and Citrix Metaframe, as well as making use of MS Excel and MS Word by exporting data stored in the database to relevant spreadsheets and documents as necessary.

Ebi is designed to manage numerous tasks overseen by grant administrators, by pooling all related data into a central storage place and minimizing the need to enter data in different spreadsheets or applications. The main components of the Ebi Database system are as follows:

- Grant Information
- Accounts Payable
- Effort Management
- Running Projections
- Recharge Management
- Personnel
- Managing subcontract data

The database is designed to draw from its pool of data to create and update reports and projections automatically. When a ledger is reconciled, the current expenditure information is already in Ebi, and will become part of the grant’s projection without any manual data entry. When relying on the database as a single source of information, grant administrators will never have to contend with differing versions of spreadsheets that contradict one another, and data will never have to be entered more than once. In order for the system to work optimally, however, data must be entered correctly and the system must be used consistently.

In the structure of the database, Accounts Payable tracks ongoing expenditures to any given project. Recharge Management processes certain types of intra- and inter-departmental charges, Personnel tracks employee data, Effort Management helps administrators to budget and plan employee effort on various projects, and the Grant Information and Projections modules incorporate all data to track overall project status. Having accurate grant information in the database provides the foundation for projecting future expenditures, personnel, budgets, etc. The database can serve as your primary tool for planning, overseeing and reporting on projects.